

**SOUTH DAKOTA COUNCIL  
ON DEVELOPMENTAL DISABILITIES**

**PROJECT REPORT - QUARTERLY**

Grantee Organization \_\_\_\_\_

Address \_\_\_\_\_

Project Title \_\_\_\_\_

Grant Number DD- \_\_\_\_\_ Total Project Budget \_\_\_\_\_ Federal Funds Remaining \_\_\_\_\_

Project Began \_\_\_\_\_ Project Ends \_\_\_\_\_

Date of this Reporting Period \_\_\_\_\_

(Please specify the inclusive reporting dates. Example: 1/1/03 to 3/31/03)

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OVERVIEW: Provide a brief summary of the project's accomplishments to date. This section must be completed. This information will be provided to Council members and for other reporting activities.  
*Please note that completion of this section is a requirement for receipt of future grant payments.*

Project Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

## QUARTERLY REPORTS

*Quarterly reports are due to the Council office two (2) weeks after the end of the reporting period. Grant payments are made upon receipt of quarterly reports that meet all reporting requirements.*

*The quarterly report narrative should provide information for the REPORTING PERIOD ONLY. At a minimum, the report should provide the following information:*

1. Describe activities conducted to meet project goals and objectives and identify outcomes. Be specific. All goals and objectives may not have activities to report each quarter.
2. Provide the number of individuals with developmental disabilities who were served. Include the type of disabilities, the services provided and how the project benefited the individuals.
3. Provide the number of contacts with other individuals and agencies (such as: parents, family members, generic service providers, etc.). For each presentation include the title/topic, to whom the presentation was made, and the number of people attending.
4. Describe how the project has coordinated efforts with other services in the area.
5. Explain any major problems that have occurred regarding the project and how you have solved or will solve these problems.
6. Include information on evaluation activities conducted and the procedure for data collection.
7. Identify products developed during the reporting period. Copies of all products should be provided with the final report.
8. Attach a schedule and/or agenda of upcoming meetings/training sessions (if appropriate).
9. Provide justification for all grant expenditures. This justification should provide an explanation of what expenditures are included for each category on the budget report for the reporting period. Refer to the "Grant Application Instructions and Forms, Budget Sheet & Narrative" for details on budget categories, etc.
10. Include the type of match utilized (cash or in-kind) and the source of the match.
11. Indicate how program income was earned. Expenditures should be itemized as they occur. Expenditures must be in line with approved project goals and objectives. Examples of program income would include, but not be limited to, registration fees and fund-raisers.

## BUDGET REPORT

Approved Budget: Total itemized budget costs as approved in the grant proposal.

Quarterly Expenditures: Actual grant expenditures for reporting period only - federal, match and total.

Grant Expenditures	Approved Budget		Quarterly Expenditures		
	Federal	Match	Federal	Match	TOTAL
<b>Personnel</b>					
<b>Travel</b>					
<b>Contractual Services</b>					
<b>Operating Expenses</b>					
<b>Equipment</b>					
<b>Other</b>					
<b>TOTAL</b>					

**PREVIOUSLY REPORTED GRANT EXPENDITURES**

Provide quarterly reporting dates and the expenditures from previous reports.

	Federal	Match	Total
1st Quarter (                      to                      )			
2nd Quarter (                      to                      )			
3rd Quarter (                      to                      )			
4th Quarter (                      to                      )			
TOTAL EXPENDITURES			

**PROGRAM INCOME EARNED/EXPENDED (DO NOT INCLUDE GRANT AWARD PAYMENTS.)**

Provide quarterly reporting dates and the amount of income earned/expended.

	Earned	Expended
1st Quarter (                      to                      )		
2nd Quarter (                      to                      )		
3rd Quarter (                      to                      )		
4th Quarter (                      to                      )		
TOTAL		